



MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
6.195

CHAPTER Human Resources	SUBCHAPTER Personnel Administration	EFFECTIVE DATE 5/17/10	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Procedure for Use of Military Leave		AUTHORITY Section 105.270 and 630.050. RSMo, 1 CSR 20-5.020(4)	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE 7-1-13	

PURPOSE: Prescribes procedure for use of military leave.

APPLICATION: Applies to the entire department.

(1) As used in this department operating regulation (DOR), the following terms shall mean:

(A) "Competent Order," official order from the appropriate military authority as evidence of duty for which military leave pay is granted, which order shall contain the certification of the officer or commanding officer of performance of duty under the order's terms.

(B) "Military leave with pay," the period of time a regular or probationary employee, who is a member of the Missouri National Guard or any of the Reserve components of the United States Armed Forces, is placed on military duty or training by competent order, not to exceed 120 work hours in a federal fiscal year (October 1 to September 30) or leave from assigned duties without loss of pay, time, regular leave or any other rights or benefits and without effect on performance appraisal summary. This paid leave provision shall not apply to weekend drills. The 120 work hours limitation shall not apply to employees who are members of the Missouri National Guard engaged in the service of the state at the call of the Governor and as ordered by the Adjutant General.

(C) "Military leave other," a period of time a regular or probationary employee, who is a member of the Missouri National Guard or any of the Reserve components of the United States Armed Forces is placed on military duty for training by competent order. Any part of that period of time which is scheduled work days shall be covered at the employee's option by the use of annual leave, accumulated holiday or overtime, or authorized leave of absence without pay. This type of absence shall not affect the employee's performance appraisal summary.

(D) "Leave of absence - military," a period of time a regular or probationary employee, who is a member of the Missouri National Guard or any of the Reserve components of the United States Armed Forces, is ordered by competent order to active federal service or enters into active duty in any of the components of the United States Armed Forces.

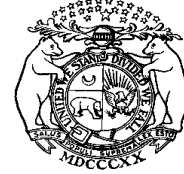
(E) "Weekend drills," the required attendance at monthly meetings of the Missouri National Guard, Reserve unit or duty assignment.

(2) As the dates for military training are frequently optional to the employee, the employee shall, at the beginning of the military training year, obtain a copy of the training schedule and requirements from the unit for the training year. The employee shall submit the schedule and confer with the supervisor to establish a schedule that meets the training needs of the employee and permits effective scheduling of personnel at facilities.



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(3) Employees who request the types of leave described above in section (1) (A), (B), (C), and (D) shall submit in advance of their absence, a complete and signed DMH 13-A, accompanied by a copy of the competent military order ordering the military duty to their supervisor. The employee's supervisor shall be notified as far in advance of the absence as possible.

(4) Employees who are affected by the "Leave of Absence - Military" provisions in 1 CSR 20-5.020 (4) (B) through (E) or the Rules and Regulations of the Personnel Advisory Board and Division of Personnel shall contact the HR director for clarification in advance of their absence. The HR director shall explain Personnel Division rules and regulations and the rights the employee has through their use.

(5) Employees shall notify their supervisors of weekend drills as soon as the duty schedule is available but at least one month before the scheduled drill to allow necessary staff scheduling changes.

(6) The Office of Human Resources will prepare an annual report to determine the usage of military leave and determine if the federal law and the corresponding Missouri CSR implementing the change are being followed. The report will be prepared for and reviewed by the Director of the Office of Human Resources with consultation from the Department General Counsel as needed. Issues will be raised to the management team as identified in the review.

History: Original DOR effective May 1, 1989. Amendment effective February 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. Amendment effective October 1, 2003. Renewed effective July 1, 2007. On May 17, 2010 the sunset date was extended to July 1, 2013.